

CADASTRAL TECHNICIAN
SENIOR CADASTRAL TECHNICIAN

Class No. 003822
Class No. 003823

DEFINITION:

Under general supervision, to perform computer-aided drafting to prepare a variety of complex maps, including property ownership maps, precise maps of land use, and city and district maps; research and analyze various recorded documents and maps in order to establish property ownership and identify, evaluate, and segregate/combine property; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Cadastral Technician: This is the journey-level class; Incumbents verify, interpret, and update maps using legal descriptions and recorded documents; investigate and research data to define ownership and public agency boundary lines; assist customers in the research of maps and other records and documents.

Senior Cadastral Technician: This is the lead worker/advanced journey-level class; It is distinguished from Cadastral Technician in that incumbents handle the most difficult work assignments and check the work of other technicians. In addition, the Senior Cadastral Technician assists the Cadastral Supervisor in assigning and delegating work, record keeping, report writing, and developing new procedures and methods, training lower-level technicians, and performing other operations of the section. This class is distinguished from the next higher class, Cadastral Supervisor, in that the latter is fully responsible for the production and supervision of a section and is assigned other division-wide duties.

The Cadastral Technician series is distinguished from the Drafting Technician series in that the work is more specialized and relates primarily to the preparation and maintenance of maps and records for property assessment purposes. Positions in these classes are assigned only to the Mapping Division of the County Assessor's Office.

EXAMPLES OF DUTIES:

Cadastral Technician: Researches and analyzes legal descriptions, deeds, survey notes, maps, and various other recorded documents to identify and verify property boundaries, establish ownership, and segregate/combine property; prepares maps and records of property; researches, interprets, and disseminates information to the Master Property Records and Appraisers for land value assessment; assigns parcel numbers, tax rate areas, location, and boundaries which result from transfer of property or creation of new subdivisions; traces chain-of-title in property ownership; writes new legal descriptions; performs necessary algebraic and geometric calculations to compute parcel areas and calculate closure of surveys; interprets Federal and private surveys and maps in preparing assessor's maps; drafts boundary line adjustments, open space easements, closed traverses, street openings and closings, and other information on cadastral maps; performs Computer Aided Drafting (CAD) and utilizes the Geographic Information System (GIS) software; interprets and explains laws, procedures, and technical aspects of map preparation and assessment to other departments and agencies, attorneys, title companies, engineers, surveyors, and the public; reviews Local Agency Formation Commission (LAFCO) proposals for accuracy and recommends changes in legal descriptions to conform to local and State requirements.

Senior Cadastral Technician: In addition to the duties performed by the Cadastral Technician, acts as a lead worker; checks the work of other technicians; trains staff; handles the more difficult work assignments; resolves problems which cannot be worked out at the lower level; handles special non-routine projects; assigns tax rate area numbers; writes letters of notification of invalid legal descriptions; pre-assigns assessor parcel numbers to tentative subdivision maps; represents the division at technical and procedural meetings; and acts as a consultant on cadastral projects.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable
Classification Level: I = Cadastral Technician
II = Senior Cadastral Technician

Knowledge of:

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- G T The principles, instruments, terminology, standards, and techniques used in cadastral map drafting.
- G T Legal descriptions, deeds, maps and other technical and legal documents used to identify property and establish property ownership.
- G T Mathematics, including algebra, geometry, and trigonometry, as applied to cadastral drafting.
- G T Computer Aided Drafting.
- G G Geographic Information System (GIS) software.

Skills and Ability to:

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- G T Read and interpret legal descriptions, deeds, survey data, tract descriptions, and existing maps.
- G T Write legal descriptions for property assessment and jurisdictional boundary use.
- G T Perform title searches to ascertain property ownership.
- G G Plot complete and accurate cadastral maps using Computer Aided Drafting (CAD), and Geographic Information System (GIS) software.
- G T Explain technical information to the public, including property descriptions, titles, deeds, boundaries, and other assessment matters.
- T Perform as a lead worker and accurately check the work of other technicians.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrate the application of the knowledge, skills, and abilities listed above. Examples of such education/experience are :

Cadastral Technician:

1. One (1) year of cadastral drafting experience in a California Assessor's Office at the level of Drafting Technician I as used in the County of San Diego; OR,
2. Two (2) years of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating; OR,
3. One (1) year of the above education or training AND, one (1) year of cadastral or civil drafting experience verifying, interpreting, and updating maps, in addition to drawing real properties from legal descriptions and recorded documents, OR,
4. Two (2) years of experience as described above.

Senior Cadastral Technician:

Two (2) years of cadastral drafting experience in a California Assessor's Office, at the level of a Drafting Technician II or Cadastral Technician as used in the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).